

PERSONAL ASSISTANT – FULL/PART TIME

The Al-Anon General Service Office is seeking a part-time Personal Assistant to the General Secretary (equivalent to two days per week, with working days and hours negotiable). This is a permanent, office-based role located in Southwark, London. For candidates seeking full-time employment, additional hours may be available through an administrative support role.

About the Role

You will provide support to the General Secretary and contribute to the smooth and effective organisation, administration, and operation of the company.

Key responsibilities include:

- Managing documents, correspondence, and records
- Organising and maintaining diaries and schedules
- Coordinating meetings and logistical arrangements
- Using Microsoft Office 365 confidently and competently
- Assisting with updates to the website and intranet

This role requires a highly organised individual with exceptional attention to detail—someone who can identify errors, maintain accurate records, and consistently uphold high standards of work.

What We Offer

- Competitive salary
- Pension scheme
- 20 days annual leave (pro-rata)
- Some remote working for full time hours

For further information contact Trish Bainbridge on 020 7593 2070 or email Linda Garston at officemanager@al-anonuk.org.uk